

City of Oak Harbor

OAK HARBOR MARINA

LOCKOUT / TAGOUT PROGRAM

December 2014

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OAK HARBOR MARINA LOCKOUT / TAGOUT PROGRAM

1. PURPOSE

This program details the policies and procedures for the lockout or tagout of energy isolating devices whenever maintenance or servicing is performed on machinery, equipment, piping, electrical or other related systems, in order to prevent the accidental energizing, startup or release of hazardous energy. The Oak Harbor Marina management recognizes that personnel who service, maintain or work around such systems may be exposed to hazardous energy sources which may cause serious injury or harm if that equipment is not placed under proper control. It is the policy and commitment of the Oak Harbor Marina to ensure a safe working environment at all times.

2. APPLICABILITY

This program applies to all Oak Harbor Marina personnel and outside contractors engaged in, or affected by, the servicing and/or maintenance of machinery, equipment, piping, electrical or other related systems located at the Oak Harbor Marina, where the unexpected energizing or startup of such systems could cause injury. Therefore, protection from all forms of hazardous energy including: chemical, electrical, gravitational, hydraulic, mechanical, pneumatic and thermal energy sources, will be carried out through application of this program.

2.1 Lockout /Tagout applies under the following circumstances:

2.1.1 To those specific systems detailed in the Oak Harbor Marina Lockout / Tagout Equipment List, which is given in Appendix A to this plan.

2.1.2 When an authorized employee (authorized employee list is in Appendix C) is required to remove or bypass a guard or other existing safety device.

2.1.3 When an authorized employee is required to place any part of his/her body into an area on a machine or piece of equipment where work is actually performed upon the materials being processed (i.e., point of operation) or where an associated danger zone exists during a machine operating cycle.

2.2 Lockout / Tagout procedures do not apply under the following circumstances:

2.2.1 When energy can be controlled by the unplugging of the equipment from a single energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

2.2.2 Service or maintenance that takes place during routine operations (e.g., minor tool changes, lubricating, adjustments, and other minor servicing), provided the operation is repetitive and integral to the use of the equipment, and provided that the work is being performed using alternative measures which provide effective protection.

2.2.3 "Hot tap" operations involving transmission and distribution systems for substances such as water or petroleum products, when they are performed on pressurized pipelines provided that it is clear that continuity of service is essential, shutdown of the system is impractical, and documented procedures and special equipment are implemented which will provide proven and effective protection for employees.

3. RESPONSIBILITY

- 3.1 It is the responsibility of the Oak Harbor Marina management to ensure all personnel working at the Marina are made aware of the potential risks and conditions they may encounter while performing their required duties. Additional Oak Harbor Marina management responsibilities include:
 - 3.1.1 Providing the needed resources to ensure complete compliance with this program.
- 3.2 It is the responsibility of the Oak Harbor Marina Harbormaster for the implementation and adherence to the procedures detailed under this program. Additional Harbormaster responsibilities include:
 - 3.2.1 Evaluating any new machinery, equipment, systems, or facility and operational modifications to ensure full compliance with this program.
 - 3.2.2 Ensuring training is provided to all affected and authorized employees as outlined in Section 8 of this program.
 - 3.2.3 Conducting a periodic inspection of this program, as detailed in Section 9, to ensure that all policies, procedures and requirements are being satisfied.
 - 3.2.4 Maintaining the Oak Harbor Marina Lockout / Tagout Equipment List (Appendix A) and records of all lockout/tagout training and inspection activities carried out per Sections 8 and 9.
 - 3.2.5 Briefing all contractors who are required to perform maintenance and servicing operations while working on facilities at the Oak Harbor Marina of the purpose, applicability, responsibilities and procedures outlined under this program.
- 3.3 It is the responsibility of the Oak Harbor Marina Assistant Harbormaster to identify all affected and authorized employees under his control and to ensure they undergo lockout/tagout training per Section 8 of this program. Additional Assistant Harbormaster responsibilities include:
 - 3.3.1 Maintaining a list of all authorized employees.
 - 3.3.2 Verifying that all affected and authorized employees under his control read and understand the elements of this written program.
 - 3.3.3 Informing all affected employees of the location of the lockout/tagout station.
 - 3.3.4 Ensuring the work assigned can be carried out in a safe manner prior to maintenance personnel entering the work area.
 - 3.3.5 Determining those items of machinery, equipment, piping or other related systems which, when being serviced or repaired, must be locked / tagged out.
 - 3.3.6 Providing to the Harbormaster updates to the Oak Harbor Marina Lockout / Tagout Equipment List (Appendix A) as needed.
- 3.4 It is the responsibility of all Authorized and Affected Employees to adhere to the policies and procedures detailed in this document. Additional responsibilities of Authorized and Affected employees include:
 - 3.4.1 Reading and understanding this program.

- 3.4.2 Complying with the restrictions and limitations imposed upon them during the use of lockout / tagout procedures.
 - 3.4.3 Notifying the Assistant Harbormaster of any conditions that may pose a risk or hazard of any kind prior to the initiation of maintenance or servicing operations.
 - 3.4.4 Ensuring they make any other individuals or outside contractors aware of the initiation and completion of lockout / tagout procedures and of any unsafe conditions or acts encountered during its application.
- 3.5 It is the responsibility of all affected Contractors operating in the Oak Harbor Marina for adherence to all elements of this document whenever engaged in activities covered under this program while working in the Oak Harbor Marina. Additional responsibilities of Contractors include:
- 3.5.1 Notifying the Oak Harbor Marina Harbormaster or Assistant Harbormaster at both the initiation and completion of their maintenance or servicing duties.
 - 3.5.2 Immediately directing any misunderstanding or procedural misinterpretations of this program to the Harbormaster or his Assistant for clarification.
- 3.6 It is the responsibility of all of the above personnel to never remove a lockout / tagout device or attempt to energize a system that is locked / tagged out according to the procedures detailed in this program.
- 3.7 Any of the above personnel who fail to follow the policies and procedures prescribed under this program will be immediately reported to the Harbormaster for corrective action. These personnel will be made aware of the purpose, applicability and responsibilities of this program through additional training.

4. REFERENCES AND APPLICABLE DOCUMENTS

- 4.1 29 CFR 1910.47, The Control of Hazardous Energy (Lockout / Tagout)
- 4.2 Chapter 296-24-110 WAC, The Control of Hazardous Energy (Lockout / Tagout)
- 4.3 City of Oak Harbor Accident Prevention Plan
- 4.4 City of Oak Harbor Hazard Communication Program
- 4.5 City of Oak Harbor Respiratory Protection Program

5. DEFINITIONS

- 5.1 **Affected employee:** An employee whose job requires him to operate or use machinery, equipment, piping or other related systems on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him to work in an area in which such servicing or maintenance is being performed.
- 5.2 **Authorized employee:** A person who locks out or tags out machinery, equipment, piping or other related systems in order to perform servicing or maintenance. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

- 5.3 **Blind:** The absolute closure of a pipe, line or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plate.
- 5.4 **Contractor:** Any external personnel providing maintenance or servicing operations on machinery, equipment, piping or other related systems located on Oak Harbor Marina property.
- 5.5 **Energized:** Connected to an energy source or containing residual or stored energy.
- 5.6 **Energy isolating device:** A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.
- 5.7 **Energy source:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy, including gravity.
- 5.8 **Hot-Tap:** A procedure used in repair, maintenance, and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or accessories.
- 5.9 **Oak Harbor Marina Management:** In this document, Oak Harbor Marina Management refers to those personnel ultimately responsible for the health and safety of Marina employees.
- 5.10 **Lockout:** The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- 5.11 **Lockout device:** A device that utilizes a positive means such as a lock (either key or combination type) to hold an energy isolating device in the safe position and prevents the energizing of a system or piece of equipment. Included are blank flanges and bolted slip blinds.
- 5.12 **Piping:** Any pipe, line or distribution system carrying substances such as pressurized materials, propane, water, petroleum or other chemical products.
- 5.13 **Qualified Electrician:** Persons possessing the training and/or experience with electrical systems, concepts, the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools that allows working safely on energized circuits, components or other related systems.
- 5.14 **Qualified Person:** One familiar with the construction and operation of the electrical equipment and the hazards involved. See Chapter 296-24-95601 WAC for a more comprehensive definition.
- 5.15 **Servicing and/or Maintenance:** Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machinery, equipment, piping or other related systems. These activities include lubrication, cleaning or unjamming of systems or equipment and making adjustments

or tool changes, where the employee may be exposed to the unexpected energizing or startup of the equipment, or to the release of hazardous energy.

- 5.16 **System(s):** As used in this document, “system(s)” refer to the water distribution system, the electrical distribution system, the fuel system, the boat hoist, the boat sewage pumpout equipment and system, and other unique equipment located at the Oak Harbor Marina. These items are referenced in the Oak Harbor Marina Lockout / Tagout Equipment List (Appendix A).
- 5.17 **Tagout:** The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- 5.18 **Tagout Device:** A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

6. GENERAL PROCEDURES

This section details the lockout/tagout procedures to be used by Oak Harbor Marina employees, contractors or other personnel who perform maintenance or services on equipment or systems in order to prevent the accidental startup of systems or release of hazardous energy.

Only authorized employees who are performing the servicing or maintenance shall perform lockout / tagout procedures. The Oak Harbor Marina Lockout / Tagout Equipment List identifies the equipment or systems, energy sources, energy magnitude and control methods applicable to this program. If equipment, systems or any energy isolating devices are not capable of being locked out, authorized employees will utilize a tagout method to accomplish protection.

Lockout is always the preferred method!

- 6.1 General Lockout / Tagout Procedures
 - 6.1.1 Inform the job supervisor of the purpose and location of servicing or maintenance that necessitates lockout / tagout procedures.
 - 6.1.2 Notify all Marina employees that servicing or maintenance is required on the system, and that the system will be shut down and locked / tagged out to perform the servicing or maintenance.
 - 6.1.3 Review the source, types and magnitude of energy as well as the potential hazards associated with the equipment or system being locked / tagged out.
 - 6.1.3.1 This can be accomplished by reviewing the Oak Harbor Marina Lockout / Tagout Equipment List (Appendix A).
 - 6.1.3.2 **Warning:** If you identify that a specific item on the Lockout/Tagout Equipment List has more than one energy source, or there is stored, residual or re-accumulated energy for the system to be serviced or maintained, proceed to Section 7 of this manual.

- 6.1.4 Obtain the required lockout/tagout device from the lockout / tagout kit in the Marina shop.
- 6.1.5 Lockout devices are standardized at the Oak Harbor Marina by manufacturer and color:
 - 6.1.5.1 Lockout devices are the Masterlock No. 3 type padlocks (red band).
 - 6.1.5.2 Group safety lockout devices are the red scissors type lockout hasps.
 - 6.1.5.3 All valve, plug and circuit breaker lockout devices are the universal, red and heavy duty plastic type.
 - 6.1.5.4 Lockout information tags are the standard red and white colored, 3 ¼" x 5 5/8", double-sided, laminated type, noting: **DANGER: THIS TAG & LOCK TO BE REMOVED ONLY BY PERSON SHOWN ON THE OTHER SIDE.** To ensure familiarization, a sample lockout information tag is provided in the binder pocket of this program notebook.
- 6.1.6 Tagout devices are standardized at the Oak Harbor Marina by print and format. **Tags are the standard red and white colored, 3 ¼ " x 5 5/8", double-sided, laminated type, noting: DO NOT OPERATE .** To ensure familiarization, a sample tagout information tag is provided in the binder pocket of this program notebook.
- 6.1.7 If the equipment or system is operating, authorized personnel will shut it down by the normal operating controls established for the system (depress stop button, open switch, close valve, etc.)
- 6.1.8 Identify the energy source and location of the energy isolating device.
 - 6.1.8.1 This can be accomplished by reviewing the Oak Harbor Marina Lockout / Tagout Equipment List available in Appendix A.
- 6.1.9 Deactivate the energy isolating device so that the equipment or system is isolated from the energy source.
- 6.1.10 Affix the lockout device and a lockout information tag to the energy isolating device.
 - 6.1.10.1 Record the name, date and time of lock/tag application on the lockout information tag.
 - 6.1.10.2 The key to the lock will be kept in the possession of the authorized employee performing the work.
- 6.1.11 If the **preferred lockout method** is not feasible, tagout procedures will be carried out providing an equivalent level of safety. Tagout procedures will be accomplished in the following sequence:
 - 6.1.11.1 The authorized employee initiating tagout procedures will inform the project supervisor and all affected personnel that tagout is underway.
 - 6.1.11.2 Tagout devices will be affixed to indicate that the operation of energy isolating devices from the safe or off position is prohibited. The affixed tag shall be the standard tag, noting:

DO NOT OPERATE.

6.1.11.3 When tags are used without a lockout device, the authorized employee must ensure at least one additional safety measure that provides a level of safety equivalent to that obtained by use of a lock. Examples of additional safety measures include:

6.1.11.3.1 Removal of an isolating circuit element.

6.1.11.3.2 Blocking of a control switch.

6.1.11.3.3 Opening of an extra disconnecting device.

6.1.11.3.4 Removal of a valve handle.

6.1.12 Dissipate or restrain all stored or residual energy (i.e., rotating flywheels, hydraulic pressure, and air, fuel or water pressure, etc.), by methods such as grounding, repositioning, blocking, bleeding down, etc.

6.1.13 Verify that the equipment is disconnected from the energy source(s).

6.1.13.1 Ensure that no personnel are exposed, then verify the isolation of the equipment by operating the normal operating control(s) or otherwise testing to make certain the system or equipment will not operate.

6.1.13.2.1 Use test equipment to test the circuit elements and electrical parts of equipment to which authorized employees will be exposed, and to verify that the circuit elements and equipment parts are deenergized.

6.1.13.2.2 Determine if any energized conditions exist as a result of inadvertently induced voltage or unrelated voltage backfeed, even though specific parts of the circuit have been deenergized and presumed to be safe.

6.1.13.2.3 If the circuit to be tested is over 600 volts nominal, the test equipment shall be checked for proper operation immediately before and after this test.

6.1.14 **CAUTION: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.**

6.1.15 The system is now locked out and maintenance and servicing operations may begin.

6.1.16 If it is necessary at any time to temporarily energize the system for testing or positioning purposes, then use the following steps:

6.1.16.1 Clear the equipment of all tools, materials and

employees.

6.1.16.2 Remove the lockout / tagout device.

- 6.1.16.3 If multiple lockout / tagout devices were applied, each authorized employee will remove his/her own device.
- 6.1.16.4 Energize and proceed with testing or repositioning.
- 6.1.16.5 De-energize the equipment and reapply the lockout/tagout device using the procedural steps previously described immediately after testing or repositioning.

6.2 Release from Lockout / Tagout

When normal servicing or maintenance is complete and the equipment or system is ready to return to normal operating condition, the following steps shall be taken:

- 6.2.1 Check the equipment or system and the immediate area to ensure that materials have been removed and that the equipment or system components are operationally intact.
- 6.2.2 Check the work area to ensure that all employees are safely out of the way.
- 6.2.3 Verify that the controls are "off" or in neutral.
- 6.2.4 Remove the lockout / tagout device from the equipment or system.
 - 6.2.4.1 Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device.
 - 6.2.4.2 If the authorized employee who applied the lockout or tagout device is not available to remove it, that device will be removed only under the direction of the Harbormaster or Assistant Harbormaster.
- 6.2.5 Re-energize the equipment or system.
- 6.2.6 Notify affected employees and the job supervisor or Assistant Harbormaster that the servicing or maintenance is complete and the equipment or system is now ready for use.
- 6.2.7 Return the lockout / tagout device to the lockout / tagout station.

6.3 Group Lockout Procedures

- 6.3.1 If more than one authorized employee is involved in maintenance or servicing, the Assistant Harbormaster or senior employee will be designated as the project manager.
- 6.3.2 The project manager is responsible to ensure that the appropriate general or specific lockout / tagout procedure as described under this program is followed.
- 6.3.3 When a multiple lockout hasp is used, each authorized employee will:
 - 6.3.3.1 Affix his personal lockout or tagout device to the energy isolating device or to the group safety lockout hasp when required.
 - 6.3.3.2 Each authorized employee will keep his assigned key until completion of the lockout procedure.

6.3.3.3 The project manager will be the last authorized employee to remove his lockout device.

6.4 Shift or Personnel Change Procedures

6.4.1 If maintenance work continues past a shift or personnel change, the following procedures will be used to ensure continuity of lockout or tagout protection:

6.4.1.1 The oncoming authorized employee shall review the lockout / tagout underway with the off going authorized employee at each point where a lockout or tagout device is affixed.

6.4.1.2 The off going authorized employee will remove his lockout or tagout device from the energy isolating device.

6.4.1.3 The oncoming authorized employee will replace that device with his own device.

6.4.1.4 The oncoming authorized employee will inform all affected employees that a change in personnel has occurred and lockout / tagout is still underway.

6.4.1.5 The off going authorized employee will inform the assigned job supervisor that a transfer of lockout / tagout devices between off going and incoming personnel has taken place.

6.5 Contractor Procedures

Contractors must notify the Oak Harbor Marina Harbormaster or Assistant Harbormaster at both the initiation and completion of their maintenance or servicing duties. In the event the outside contractor has insufficient lockout/tagout procedures, the contractor shall comply with the Oak Harbor Marina procedures while performing maintenance or servicing operations when applicable.

6.6 New Equipment / Systems

New or modified machinery, equipment, systems, or operations altering the original equipment or system, located at the Oak Harbor Marina, will be evaluated by the Harbormaster to ensure full compliance with this program. New equipment requiring lockout/tagout procedures will be added to the Oak Harbor Marina Lockout/Tagout Equipment List accordingly.

7. SPECIFIC PROCEDURES

When you identify a system to be serviced or maintained on the Oak Harbor Marina Lockout / Tagout Equipment List, review the hazards associated with each individual energy source and adhere to the appropriate specific procedure detailed below.

7.1 General Policy. It is marina policy that any and all work on electrical systems will first require that power to the item being serviced be secured, that the controlling circuit breaker and/or switch be locked out (preferably) or tagged out, and that the circuit be verified dead by use of appropriate test equipment prior to commencement of work.

7.2 Power Pedestals and Lights

7.2.1 It is Marina policy that staff personnel will service power pedestals only from the circuit breaker through the receptacle, to include replacement of wires as necessary, removal and replacement of meters, cleaning and preserving of

connections exposed by these actions, and changing of lighting fixtures and bulbs.

7.2.2 Work on wiring upstream of the circuit breaker will normally be referred to a licensed electrician. Exceptions will be individually authorized by either the Harbormaster or the Assistant Harbormaster.

7.3 Dock Lights

7.3.1 Power to pedestal lights in the "old" portion of the Marina (A dock through inside of E dock) is normally controlled by the adjacent north side dock transformer, which has a three position switch labeled OFF/MANUAL/AUTO.

7.3.2 Power to overhead lights on main walkway is controlled by a photo cell located in the north transformer on each dock, and by the switch in that box.

7.3.3 Power to pedestal lights on outside of E dock is controlled by breakers in the E dock shed.

7.3.4 Power to overhead lights on the E-F walkway is controlled by breakers in the F dock phone booth. Each light is controlled by its own photo cell.

7.4 Navigation Lights

7.4.1 Power to nav lights, and the controlling relay which sets on/off times, are located in the F dock phone booth. The photo cell located at the roof line on the north side of the phone booth controls these lights.

7.5 Boat Hoist

7.5.1 Power to the boat hoist is controlled by an external on/off lever at the upper control station. Any time this switch is placed in the off position, it is to be locked out, and signs informing customers of the reason for the lockout, with estimated up time/date affixed at both the upper and lower stations.

7.5.2 No work is to be done on the hoist wiring, motors, etc., by Marina staff unless power has been shut off at the upper station.

7.6 Boat Sewage Pumpout Unit (Fuel Dock)

7.6.1 The controlling circuit breaker for this unit is located in the breaker panel inside the gas house. No work is to be performed on the electrical components of this unit unless power has been secured at the breaker, and tags affixed to both the breaker box and the unit's on/off switch.

7.6.2 If it is necessary to perform work on the piping or flex hoses between the pumpout unit and the shore-side sewer connection, power to the pumpout unit shall be secured and locked out/tagged out.

7.6.3 If it is necessary, because of work on the pumpout piping, to secure the valve at the southeast head of the hoist dock, which controls the flow of sewage from Catalina Marine / Adventure Marine / Oak Harbor Boat Works, (a) the valve shall be tagged out, and (b) Oak Harbor Boat Works shall be immediately notified. They are also to be notified when the valve has been re-opened.

7.7 Fuel System/Fuel Dispensers

7.7.1 The emergency electrical shut off for the turbines is located on the outside south wall of the gas house, and is clearly marked. Power to the entire system may also be controlled by breakers (a) in the gas house, and (b) in the transformer box at the head of the hoist dock.

7.7.2 System electrical shutoffs are also located on the control board outside the fuel tank compound.

7.7.3 Manual fuel shutoffs are located (a) at the tanks themselves; (b) in separate sumps at the north and south sides of the boat ramp, and at the head of the hoist dock, and (c) at both the top and bottom of the ramp leading to the fuel float. Any time one or more of these valves is shut off for any reason, it must be tagged out.

- 7.8 Sewer Sump Pumps
 - 7.8.1 Electrical controls for power to the sewer sump pumps are located (a) in the Bldg. 2 janitor's closet for the Bldg. 2 pumps, and (b) in the janitor's closet in the Harbormaster House for those pumps located on the east side of that building. These control boxes are different from all other circuit breaker panels, and specifically control these pumps.
- 7.9 Water Distribution System
 - 7.9.1 Any time water service is shut down for repairs, the controlling valve for the section in work shall be tagged out until the work has been completed.
- 7.10 Fire Main System
 - 7.10.1 Work on any portion of the fire main system requires tag-out at the Y-valve at the head of the main ramp, so that fire main pressure will not be inadvertently applied while the system is open.
 - 7.10.2 Any time the fire main system is out of service, the Oak Harbor Fire Department must be notified in a timely manner. Likewise, restoration of service must be reported immediately.
- 7.11 Shore Side Electrical Systems
 - 7.11.1 No work is to be done on shore side electrical systems until and unless the controlling power source has been isolated, and the circuit verified dead using the appropriate test equipment.

8. TRAINING

The Harbormaster / Assistant Harbormaster will provide training and appropriate guidance to ensure that the purpose, applicability, responsibilities and procedures of this program are understood by all affected and authorized employees. These authorized and affected personnel must possess the knowledge and skills required for the safe application of energy isolation and control. A training outline and quiz are provided in Appendix B.

- 8.1 All authorized and affected Oak Harbor Marina employees shall receive training on the following topics:
 - 8.1.1 Recognition of applicable hazardous energy sources.
 - 8.1.2 Types and magnitude of energy present in the workplace.
 - 8.1.3 The purpose, applicability, responsibilities and procedures outlined in this program.
 - 8.1.4 General and specific procedures necessary for safe energy isolation and control (lockout / tagout procedures).
 - 8.1.5 Types of lockout/tagout devices available at the Oak Harbor Marina.
 - 8.1.6 Location of lockout/tagout station.
 - 8.1.7. Application and use of lockout / tagout devices.
 - 8.1.8 The limitations of tags and tagout procedures. This includes discussion of the following limitations:
 - 8.1.8.1 Definition of a tagout device.

- 8.1.8.2 Substantial and physical restraint limitations of tagout devices.
- 8.1.8.3 Policies and procedures for effective tagout device application.
- 8.1.8.4 Methods to prevent inadvertent or accidental detachment during use.
- 8.1.8.5 Policies and procedures for safe tagout device removal.

8.2 All other Oak Harbor Marina employees whose work operations are or may be in an area where lockout/tagout procedures may be utilized shall be instructed about these procedures accordingly.

8.3 All contractors working in the Oak Harbor Marina shall be briefed about the purpose and procedures specified under this program prior to initiation of maintenance or servicing of the items described in the Oak Harbor Marina Lockout / Tagout Equipment List.

8.4 Employee retraining shall be carried out and documented whenever:

- 8.4.1 There is a change in employee job assignments.
 - 8.4.2 There is a change in any of the energy control procedures described under this program.
 - 8.4.3 Acquiring new or modifying existing machinery, equipment, systems or operations that present a new hazard.
 - 8.4.4 The Harbormaster or Assistant Harbormaster has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the procedures detailed in this program.
 - 8.4.5 It is determined by either the Harbormaster or his Assistant that retraining is needed to re-establish employee proficiency and/or to introduce new or revised control methods and procedures, as necessary.
- 8.5 All training shall be documented, using the standard Crew Training Report form, a copy of which is provided in Appendix C. A copy of the crew training forms which address the lockout/tagout program shall be maintained in this program notebook. Documentation shall identify the following:
- 8.5.1 Dates and times of the training provided.
 - 8.5.2 Signatures of authorized and affected employees participating as well as the title of the person performing the training session.
 - 8.5.3 Topics, specific procedures and machinery, equipment or other related systems on which training was conducted.
 - 8.5.4 Documentation of all training must be provided to the Oak Harbor Marina Harbormaster or Assistant Harbormaster for recordkeeping.

9. INSPECTIONS

The Oak Harbor Marina Harbormaster, as specified in Chapter 296-24-11005(6) WAC, will conduct periodic inspections of this program, at least annually, to ensure that the policies and procedures of this program are being followed. Additionally, the Assistant Harbormaster will conduct a periodic (at least quarterly) inspection of this program as it applies to the machinery, equipment and other related systems under his control.

9.1 The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected. The inspection shall be designed to correct any deviations or inadequacies observed. The following areas will be inspected:

9.1.1 A review of each authorized employee's responsibilities under the energy control procedure being inspected. This includes both lockout and tagout responsibilities.

9.1.2 A review of any inadequacies noted in this written program to ensure program effectiveness.

9.1.3 A review of all training records to ensure all lockout/tagout training is current.

9.1.4 A review of the hands-on application of lockout/tagout procedures to ensure the control of hazardous energy.

9.2 All periodic inspections shall be documented. The documentation shall identify the following:

9.2.1 Machinery, equipment or other related systems on which the energy control program is being utilized.

9.2.2 Date of the inspection, the employees included in the inspection, and the person performing the inspection.

9.2.3 Documentation of all periodic inspections must be provided to the Oak Harbor Marina Harbormaster for recordkeeping.

10. DOCUMENTATION REQUIREMENTS

The Oak Harbor Marina Harbormaster will maintain lockout/tagout training and inspection documents for a minimum period of three years. The documents will be filed in the Harbormaster's Office. Additionally, the Assistant Harbormaster will maintain records of all periodic inspections and lockout/tagout training for employees under his control.

Appendix A:

Oak Harbor Marina

LOCKOUT/TAGOUT PROGRAM

**LOCKOUT / TAGOUT EQUIPMENT
LIST**

Appendix B:

Oak Harbor Marina

LOCKOUT/TAGOUT PROGRAM

TRAINING/TESTING MATERIAL

Appendix C :

Oak Harbor Marina
LOCKOUT/TAGOUT PROGRAM

RECORD OF TRAINING

Appendix D:

**Oak Harbor Marina
LOCKOUT/TAGOUT PROGRAM**

AUTHORIZED PERSON LIST

Appendix E :

Oak Harbor Marina

LOCKOUT/TAGOUT PROGRAM

RECORD OF INSPECTIONS

Appendix F :

Oak Harbor Marina

LOCKOUT/TAGOUT PROGRAM

REFERENCE / BACKGROUND